



RAIL TRANSPORTATION MANAGER I
OPEN, NON-PROMOTIONAL SPOT FOR
OAKLAND, LOS ANGELES, & SACRAMENTO
FINAL FILING DATE: AUGUST 2, 2007

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

OPEN, NON-PROMOTIONAL SPOT FOR HOW TO APPLY	<div>DISTRICT 4 – OAKLAND</div> <div>DISTRICT 7 – LOS ANGELES</div> <div>HEADQUARTERS – SACRAMENTO</div> <p>Candidates may only establish eligibility in <u>one</u> location. Indicate the location for which you are applying directly under the examination title on your application. Applications will be accepted on an open, non-promotional basis only.</p> <p>Applications (STD 678) must be RECEIVED OR POSTMARKED no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked AFTER THE FINAL FILING DATE, personally delivered or received via interoffice mail AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE <u>MUST</u> BE INDICATED ON THE APPLICATION.</p> <div><div>FILE BY MAIL:</div><div>Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036</div><div>FILE IN PERSON:</div><div>Department of Transportation 1727 30th Street, 1st Floor Sacramento, CA 95816 (916) 227-1836</div></div> <p>SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at www.dot.ca.gov/hq/jobs on the Internet.</p>
REASONABLE ACCOMMODATION	<p>If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/Calnet 8-498-7857.</p>
SALARY RANGE	<p>\$5263-6352</p>
QUALIFICATIONS APPRAISAL INTERVIEW	<p>It is anticipated that qualifications appraisal interviews will be held during October/November 2007.</p>
REQUIRED IDENTIFICATION	<p>Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.</p> <p>NOTE: All applications/resumes must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications/resumes received without this information will be rejected.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.</p>
MINIMUM QUALIFICATIONS	<div>Either I</div> <p>One year of experience in California state service performing the duties of a Rail Transportation Associate.</p> <div>Or II</div> <p>Experience: Either</p> <div><div>1. Four years of responsible experience in national, State, or regional transportation planning and/or transit with at least one year of experience in railroad or rail transit system planning, development, operations, or other areas of railroad or rail transit system expertise. (Experience in California state service must include one year performing duties equivalent to Rail Transportation Associate.) or</div><div>2. Three years of experience with a railroad or rail transit system as an assistant general manager, assistant division superintendent, or master mechanic or at an equivalent or higher level of responsibility.</div></div> <p>and</p> <p>Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)</p>
ADDITIONAL DESIRABLE QUALIFICATIONS	<p>Cooperative attitude; initiative, demonstrated interest in, and enthusiasm for the development of rail transportation; willingness to travel throughout the State; tact; neat personal appearance; and willingness to accept assignments.</p> <p>Awareness and sensitivity to social, economic, and environmental factors which affect railroad transportation; ability to delegate responsibility to others; establish and maintain cooperative relationships with others.</p>
POSITION DESCRIPTION	<p>This is the first supervisory level for this series. It may also be a specialist level. Under direction, incumbents are assigned field or headquarters staff support responsibilities. In a field assignment, persons at this level have responsibility for rail program activities in a region or district such as improvement of signaling to allow for faster movement of trains, scheduling improvements, and recommending capital programs for track, equipment, and fixed facilities. They may provide technical assistance to local agencies in the planning, development, and operation of rail services or perform the more difficult field work involved in the promotion, development, and improvement of railroads and rail service in California; and perform other related work.</p>
EXAMINATION	<p>This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain</p>

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

INFORMATION	<div>a position on the eligible list, a minimum rating of 70% must be attained.</div> <div>QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%</div> <div>Scope:</div> <div>A. Knowledge of:</div> <div><div>1. Basic principles and problems of freight, intercity passenger, commuter, and urban rail operations.</div><div>2. Current social, political, and economic trends and development related to freight, intercity passenger, commuter, and urban rail operations.</div><div>3. Principles and methods of consultation.</div><div>4. Principles and practices in the organization and administration of an intercity passenger, commuter, or urban rail program.</div><div>5. Familiarity with all applicable laws, rules, and regulations of the railroads.</div><div>6. Public relations principles and methods.</div><div>7. Principles and practices in the planning and development of an intercity passenger, commuter, and urban rail program.</div><div>8. Minimum maintenance schedules and typical repair problems associated with various types of railroad equipment.</div><div>9. Administration of California financial aid to rail service.</div><div>10. Railroad labor agreements and work rules.</div><div>11. Railroad cost accounting.</div><div>12. General principles of the operation of State, county, city, and special districts in the California rail industry and Federal Government.</div><div>13. Principles of supervision and management of personnel.</div><div>14. Principles of project management.</div><div>15. The Department's Equal Employment Opportunity objectives.</div><div>16. A manager's role in the Equal Employment Opportunity and the processes available to meet Equal Employment objectives.</div><div>17. The Department's health, safety, and labor relations programs.</div></div> <div>B. Ability to:</div> <div><div>1. Gather, compile, analyze, and interpret data.</div><div>2. Reason basically and creatively.</div><div>3. Develop formats to present and display data.</div><div>4. Use a variety of analytical techniques to propose solutions to or provide information regarding transportation problems.</div><div>5. Develop and evaluate alternatives.</div><div>6. Present ideas effectively.</div><div>7. Work effectively with others as an interdisciplinary team member.</div><div>8. Establish and maintain effective and cooperative working relationships with those contacted during the course of the work.</div><div>9. Consult with governmental agencies and the railroad sector.</div><div>10. Stimulate community participation in railroad transportation programs and services.</div><div>11. Prepare clear and concise reports.</div><div>12. Analyze situations accurately and take effective action.</div><div>13. Identify the need for and provide creative solutions to resolve complex rail problems such as establishing and handling contract negotiations for passenger services.</div><div>14. Establish a spirit of cooperation and maintain effective working relationships with rail management and persons or agencies involved with or interested in rail programs.</div></div>
ELIGIBLE LIST INFORMATION	An open, non-promotional spot eligible list will be established for the Department of Transportation in District 4-Oakland, District 7-Los Angeles, and Headquarters-Sacramento. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
CAREER CREDITS	Career credits will be added to the final score of all competitors who are successful in this examination and who qualify for these credits.
VETERANS PREFERENCE POINTS	Veterans preference points will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

It is the candidate’s responsibility to contact the Caltrans Office of Examination Services in Sacramento, three business days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate’s responsibility to **contact the Caltrans Office of Examination Services in Sacramento at (916) 227-1836** three weeks after the final filing date if he/she has not received a progress notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) state employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA.)

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 / Calnet 8-498-7858 or TTY (916) 227-7857 / Calnet 8-498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.